

Human Capital Division Guidance for Library of Congress Teleworking Employees

Access WebTA from Personal Computers and Devices

WebTA is accessible from your personal computer, tablet, or smart phone. You don't need to be on the Library's network.

- Visit <https://cert.loc.gov/webta/Login>.
- Log on just as you would from your Library computer.
- For questions, contact your timekeeper. If your timekeeper is unable to assist you, contact AskHCD via the HCD Portal (<https://sbmprod.loc.gov/tmtrack/tmtrack.dll?shell=srp>)

Tutorial on how to log *Telework Home – Situational* or *CRS – Off Site –Situational* on WebTA Timesheet

Employees who telework during a Continuity of Operations (COOP) as a result of the COVID-19 Coronavirus situation should record *Telework Home-Situational* on their timesheet for any work performed while in a telework status.

- From the timesheet, click the “+” to add a new **Work Time** row.
- Click “**Telework Home – Situational**” or “**CRS – Off Site – Situational.**”
- Click the “**Select Work Time Transaction**” button to add the transaction to the timesheet.
- **Enter the hours** of telework in the row.
 - Step-by-step instructions are posted here:
<http://staff.loc.gov/sites/communications/files/2020/03/AccessLOClearn.pdf>

Access the Learning Management System (LMS) from Either Library or Personal Computers and Devices

LOC Learn, the Library's online learning tool is available to you from either your LC-issued computer or your personal computers and devices (but is not available through the mobile app on personal phones).

From a Library device:

- Log in to the Library's VPN.
- Access [LOC Learn](https://loc.sumtotal.host/) (<https://loc.sumtotal.host/>) through single sign-on (SSO) without typing in your credentials.
- After accepting the rules of behavior, you will go directly to the LOC Learn home page.

From a personal device:

<http://staff.loc.gov/sites/communications/files/2020/03/AccessLOCLearn.pdf>

- Visit [LOC Learn](https://loc.sumtotal.host/) (<https://loc.sumtotal.host/>).
- You will be required to enter your network name and network password (not your PIV PIN) as login credentials.
- You will then be required to authenticate via Centrify's two-factor authentication.
- If you have not set up two-factor authentication, see the OCIO "How to Configure Centrify" tip sheet for assistance.

http://staff.loc.gov/sites/communications/files/2020/03/HowToConfigure-CENTRIFY_V5_062618.pdf

Completing Records Management Basic Awareness Training is a Telework-approved Activity

All employees must complete Records Management Basic Awareness Training during fiscal year 2020.

- Log in to [LOC Learn](#) as directed in the instructions above.
- Click this link to access the course: [Records Management: Basic Awareness 2020](#)
- Click LAUNCH to start the course.

Tips to Help Managers Navigate Enhanced Telework Productively

Telework and Social Distancing is a workplace flexibility designed to help the Library of Congress continue operations while reducing the number of employees on site and in-person contact.

The following recommendations, suggestions really, are designed to help managers and employees continue day-to-day work activities with minimal interruptions.

Keep in Contact

- Directors lead daily Skype or WebEx check-in with chiefs and section heads.
- Supervisors lead daily Skype or WebEx check-in with team to go over any assignments or issues.

Notify Supervisor When You "Log in/Log out"

- Employees send supervisor a notification email upon logging in for the workday and when logging off for the day.
- Employees send supervisor a notification when taking a break longer than one hour, both at the start and end of the break.

Establish Standard Response Times

- Telephone (respond to telephone calls within X hours).
- Email (respond to emails within X hours or business days).
- Text (respond to text within X hours).
- Include your personal telephone number and/or personal email in your signature block as alternate contact information.

Establish Core Business Hours

- Employees must work their normal standard or alternate work schedule.
- Staff should try to work during core business hours from 9:00 AM and 3:00 PM.
- Staff may work flex hours and begin and end their shifts at times other than their standard scheduled work hours.

Stay in Communication via Calendars

- Keep individual Outlook calendars up to date.
- Establish a team-shared Outlook calendar to record employee status (e.g., in office, on telework, on leave, training, etc.) so that all on the team know others' status.
- If you are out of office for a business day or more, engage your Outlook out-of-office feature.

LOC Learn Resources

Managers may find the course "LoC Telework Basics for Supervisors" helpful.

- Log in to [LOC Learn](#) as directed in the instructions above.
- Click this link to access the course: [LoC Telework for Supervisors](#)
- Click LAUNCH to start the course.